



City of Freeport

Workshop

5:30 p.m./Council Chambers/Freeport City Hall

August 6, 2018 Minutes

I. Meeting Called to Order

The August 6, 2018 Freeport City Council Budget Workshop was called to order at 5:30 p.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Mayor Russ Barley, Councilwoman Elizabeth Brannon, Councilman Eddie Farris, Councilwoman Amanda Green, Councilwoman Elizabeth Haffner and Councilman William "Boots" McCormick

- II.** Staff present: City Clerk Rebecca Podraza, Planning Director Latilda Hughes-Neel, Parks Director Charles Simmons, Water Supervisor Larry Tuggle, Finance Officer Sara Bowers, and City Attorney Clay Adkinson.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

III. 2018/2019 Budget

Mayor Barley turned the meeting over to the City Finance Officer Sara Bowers. Finance Officer Bowers presented the following 2018/2019 Budget information:

Summary Information – Budget Highlights

- Administration
- Streets
- Parks
- Water
- Sewer

Council discussion ensued regarding the Budget Highlights.

Parks Director Simmons and Water Supervisor Tuggle will provide more information at the next Budget Workshop on the items that do not have estimated costs under Parks and Water.

Councilwoman Brannon requested information regarding the additional Code Enforcement Employee being requested under Administration. Council discussed hiring a part-time employee

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



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verses a shared Code Enforcement Officer with the County. City Planner Latilda Hughes-Neel explained the current process for Code Enforcement and the Interlocal Agreement between the City and Walton County. Walton County is not currently providing help with Code Enforcement. City Attorney Adkinson recommends leaving the line-item in the budget until the City can acquire more information from the County on the Shared Code Enforcement Officer.

Councilwoman Haffner requested salary information on the two additional positions. Discussion ensued regarding the hourly wage, training, duties and number of weekly hours for the Code Enforcement officer being requested.

Clerk Podraza addressed the Council regarding the current City Clerk position, Deputy Clerk position and salaries. The Salary Study and job descriptions will be presented by the HR Consultant during the Budget Process.

Council directed Finance Officer Bowers to bring back the salary budget with a three percent increase included for the next Budget Workshop.

Councilwoman Haffner requested information on the Forensic Audit Line Item. Council discussion ensued regarding the amount that was agreed upon with the Firm, if all phases of the audit were completed. Finance Officer Bowers will investigate the specific amount agreed upon and bring it back to the next Budget Workshop.

Councilwoman Haffner requested the results of the Parks Survey. City Planner Hughes-Neel advised that the results are in and have been presented to the Recreation Board. They will be presented to the Planning Board and then will be brought to the Council.

Parks Director Simmons provided information on upcoming budget year projects. More information and costs will be provided at the next Budget Workshop.

Councilman McCormick requested information on the Sewer Lift Station and force main upgrade at Lafayette Creek. Water Supervisor Tuggle advised that this has been on the table for some time and gave some background on the project for Sewer Supervisor Fawcett. Fawcett is attending conference and could not attend the Budget Workshop.

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Councilwoman Haffner requested information on the budget amount for Water Meters. Water Supervisor Tuggle explained the \$100,000.00 will be used to slowly bring the system to a complete drive-by system.

Councilwoman Haffner requested information on the Line Size Increase on Bay Loop. Water Supervisor Tuggle explained the project and that it will be extensive. Council discussion ensued regarding lines within and outside City Limits and requirements that will be in the construct of the City's Agreements once all the new rates and Capacity Fees are set.

City Attorney Adkinson discussed the consideration of Bonding the Finance Officer, City Clerk and possibly the Mayor. Council discussion ensued, and Attorney Adkinson advised that this can be part of the Code of Ordinances Conditions, or it can be added to the budget without being added to the code. Council directed Legal Staff to explore the costs of obtaining bonds for those persons.

Finance Officer Bowers presented items under the tab labeled "Other" in the Budget Workbook:

- Certification of Taxable Value
- Spreadsheet of Current Water Rates and the rates going into effect October 1, 2018
- Resolution 2016-05 Revision of Water Use Fees
- Ordinance 2017-05 Outlining Sewer Rate structure effective October 1, 2018

Finance Officer Bowers asked the Council to please note that the per gallon charge for the Residential Water Rate is higher than the per gallon charge on the Commercial Water Rate.

Lastly, Finance Officer Bowers asked the Council to please note on the Sewer Ordinance, that 2018 will be the last year that the Sewer rates are scheduled to increase. Sewer is going to need help from the General Fund. Officer Bowers also pointed out that the Residential Rates are higher than the Commercial Rates.

Finance Officer Bowers suggests that a Rate Study be done, and that Reserve Accounts be set up for asset replacement. Bowers also advised that the budget is awesome due to growth and a good economy. Other than Sewer, revenues are going to be higher than expenditures, which gives the

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City the ability to put some money into reserves.

Council discussion ensued regarding Sewer Rates and the possible need of a Commercial Rate Study.

Finance Officer Bowers will bring the information requested by the Council regarding the Forensic Audit and Salaries with the three percent increase, as well as updated budget sheets for the Council's Binders at the next Budget Workshop.

IV. Adjournment

Mayor Barley adjourned the meeting at 6:35 p.m.

FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

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